

CHANGES IN THE 2013-2015 MANAGERIAL PLAN

Unless otherwise indicated, all changes are effective September 21, 2013.

CHAPTER 1 – COVERAGE

No change.

CHAPTER 2 – WORK SCHEDULE

No change.

CHAPTER 3 – HOLIDAYS

No change.

CHAPTER 4 – VACATION LEAVE

No change.

CHAPTER 5 – SICK LEAVE

Usage. Add language that references July 2, 2013 letter regarding usage of sick leave resulting from legislation.

CHAPTER 6 – OTHER LEAVES OF ABSENCE

Military Leave. Update language to reflect current statutes and their requirements.

CHAPTER 7 – PROBATIONARY PERIODS

No changes.

CHAPTER 8 – MANAGEMENT DEVELOPMENT

No change.

CHAPTER 9 – LIMITED INTERRUPTIONS OF WORK AND PERMANENT NON-DISCIPLINARY SEPARATIONS

No change.

CHAPTER 10 – SENIORITY, LAYOFF, AND RECALL

No change.

CHAPTER 11 – DISCIPLINARY ACTION

No change.

CHAPTER 12 – RESOLUTION OF DISPUTES

No change.

CHAPTER 13 – INSURANCE

Same insurance changes as have been agreed to with the other bargaining units.

CHAPTER 14 – SALARY ADMINISTRATION

General Salary Increases. Managers covered by this Plan shall receive a salary increase of three percent (3%), rounded to the nearest cent per hour effective July 1, 2013, if they have achieved performance standards. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2014, all managers covered by this plan shall receive a salary increase of three percent (3%) round to the nearest cent per hour, if they achieved performance standards. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range.

Managers whose salaries are specified in statute are not eligible for general or performance-based salary increases under this Plan.

Performance-Based Salary Increases. Effective January 1, 2014 and December 31, 2014, and the pay period in which January 1 occurs each January thereafter, a manager who is in a position covered by this Plan on the previous day is eligible for one performance-based salary increase each year of up to three and one-half percent (3.5%) rounded to the nearest cent per hour if the manager's current salary is not at or over the maximum rate of the new salary range and the Appointing Authority certifies that the manager has achieved performance standards or objectives. The salary increase may be in the form of an adjustment to the manager's base salary rate, a lump sum or a combination of both but shall not result in a base salary rate above the new maximum of the salary range for the classification. Managers whose salaries are at or over the range new maximum are not eligible for lump sum increases.

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Effective January 1, 2016, the aggregate salary increases granted to managers in an agency shall not exceed three and one-half (3.5%) of the aggregate salaries of eligible managers in the agency.

Hiring Incentive. Add language to increase the hiring incentive allowing the Appointing Authority and with the approval of the Commissioner of Minnesota Management & Budget, to offer a hiring incentive of up to \$7,500 to encourage a candidate to accept an appointment in a difficult to fill position where an incentive is necessary to attract a qualified individual.

Achievement Awards. Add clarifying language to allow for team achievement awards as well as individual awards.

Medical/Dental Expense Account. Add language that states, “the maximum amount of salary reduction contributions allowed per calendar year under Section 125 of the Internal Revenue Code or other applicable federal law” to comply with current and future federal law changes.

Mobile Device Allowance. Add new section allowing employees to receive an allowance for a mobile device per the State of Minnesota’s Mobile Device Usage Policy and Agreement Policy.

CHAPTER 15 – EXPENSE REIMBURSEMENT

Other Travel Expenses. Clarify work location language for breakfast, lunch and dinner.

Other Travel Expenses. Add language to update meal reimbursement amounts effective January 1, 2014 to:

Breakfast - \$9.00
Lunch - \$11.00
Dinner - \$16.00

And for high cost metropolitan areas:

Breakfast - \$11.00
Lunch - \$13.00
Dinner - \$20.00

Other travel Expenses. Add language to include Fort Worth (with Dallas).

CHAPTER 16 – RELOCATION EXPENSES

Mandatory Reimbursement. Add clarifying language for required reimbursements.

CHAPTER 17 – HOUSING

No change.

CHAPTER 18 – MANAGER SAFETY

No change.

CHAPTER 19 – WORKERS' COMPENSATION; INJURED ON DUTY PAY

No change.

CHAPTER 20 – AMERICANS WITH DISABILITIES ACT

No change.

CHAPTER 21 – EARLY RETIREMENT INCENTIVE

No change.

APPENDIX A – GLOSSARY

No change.

APPENDIX B – VACATION LEAVE PRORATION SCHEDULE

No change.

APPENDIX C – SICK LEAVE PRORATION SCHEDULE

No change.

APPENDIX D – HOLIDAY PRORATION SCHEDULE

No change.

APPENDIX E – SALARY RANGE ASSIGNMENTS

Classes and salaries as of July 1, 2013.

APPENDIX F1 – COMPENSATION GRIDS

Compensation grids effective July 1, 2013 through June 30, 2014.

APPENDIX F2 – COMPENSATION GRIDS

Compensation grids effective July 1, 2014 through June 30, 2015.

APPENDIX G – STATUTORY APPEAL PROCEDURE

Correct lettering of section.

APPENDIX H – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

No change.

APPENDIX I – RIGHTS TO ACCESS AND CONTEST DATA

No change.

APPENDIX J – OTHER POLICIES; STATEWIDE POLICY ON FMLA

Add link to updated Statewide Policy on FMLA and delete policy in Plan.

APPENDIX K – MANAGERS IN THE MINNESOTA STATE COLLEGES AND UNIVERSITIES

No change.

APPENDIX L – EXPANSION OF SICK LEAVE BENEFITS LETTER

Add Expansion of Sick Leave Benefits Letter to address changes in legislation.